



Title: All Titles
Bulletin: All Titles 03-2, Electronic Distribution of Bulletins - **Second Notice**
Date: September 30, 2003
To: Holders of NFC External Procedures

This bulletin is addressed to customers who have **not** submitted their electronic mail (e-mail) addresses to the National Finance Center (NFC) to enroll for e-distribution. After October 31, 2003, NFC will rely on e-mail and Internet access only and will no longer distribute paper bulletins. **Note:** If you have already submitted your e-mail address and have received an e-mail or e-distribution from us, please disregard this notice.

From our initial Bulletin 03-1, Electronic Distribution of Bulletins, dated April 22, 2003, NFC has established over 3,000 e-mail addresses for e-distribution. E-distribution consists of an e-mail message with a PDF (portable document format) of the bulletin as an attachment and a link to an HTML (hypertext markup language) of the bulletin on our Web site.

Submitting your e-mail address. NFC has developed an easy-to-use Web application for you to provide us with your e-mail address to enroll for e-distribution.

1. Go to <https://www.nfc.usda.gov/bulletin/>. Read the information on the **NFC's Electronic Distribution of Documents** screen and click [Enter ID Information].
2. At the **Enter ID Information** screen, enter the Address Key and the Identification Number (IDN) printed on the reverse of this bulletin, and click [Submit].
3. At the **Enter E-mail Address and Phone Number** screen, enter your e-mail address and phone number and click [Preview].
4. At the **Preview** screen, verify your e-mail address and phone number. If this information is correct, click [Confirm] and the **Confirmation** screen appears. To correct your e-mail address and/or phone number, click [Edit] or to cancel the entered information, click [Cancel].

Submitting additional e-mail addresses. If you currently receive multiple paper copies of NFC bulletins for distribution to multiple recipients, you can provide us with the individual recipient e-mail addresses and we will distribute the bulletins for you via e-mail.

1. At the **Confirmation** screen, click [Additional Recipient].
2. At the **New Recipient** screen, enter the required information, click [Send] and we will enroll the new recipient(s) into e-distribution.

Note: Once you have provided your e-mail address or entered new recipient(s) information, future changes to address data will have to be communicated via e-mail to nfc.pvct@usda.gov.

Please refer questions about this initiative to the Publishing and Visual Communications Team at **504-255-5322** or nfc.pvct@usda.gov.

CYRUS G. LOHFINK
Acting Director

Example of the Reverse of NFC Bulletin All Titles 03-2

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* The Address Key and Identification Number (IDN) are unique for each customer sent this bulletin. Log on to the Web page indicated above for information on the e-distribution of NFC Bulletins.